

Instructions to enter grades using Web for Faculty

To enter grades using Web for Faculty:

1. Go to <http://my.ltu.edu>.
2. Click on the **BannerWeb** button located near the bottom of the screen.
3. Click on the **Login to Secure Area** link located on the right-hand side.
4. Type in your **nine-digit Banner ID** and **pin number**; if you do not know your Banner ID, contact your Department's Administrative Assistant.

Once logged in, click on the **Faculty & Advisors** option, a menu of options available to faculty throughout the term will be displayed. To enter grades, click on the **Final Grades** button.

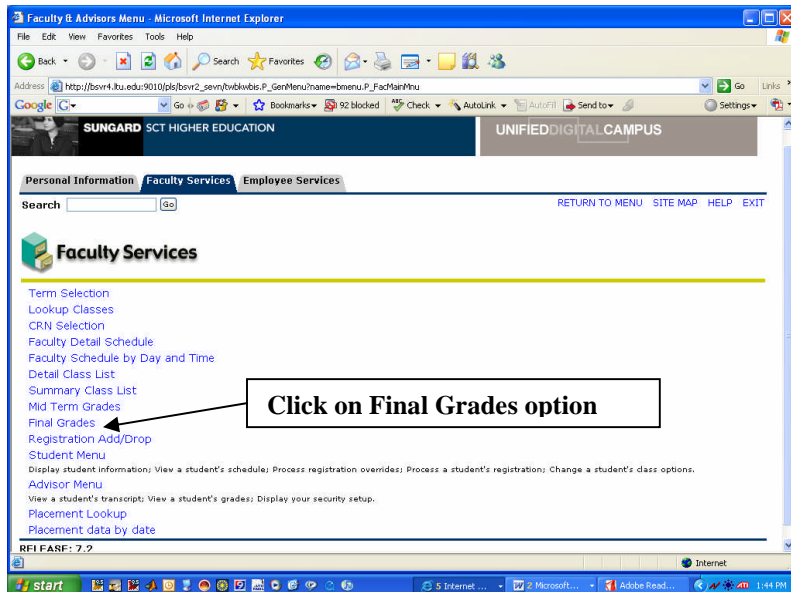


Figure 1: Faculty & Advisors Menu

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Using the drop down menu select the **term** grades will be entered for.

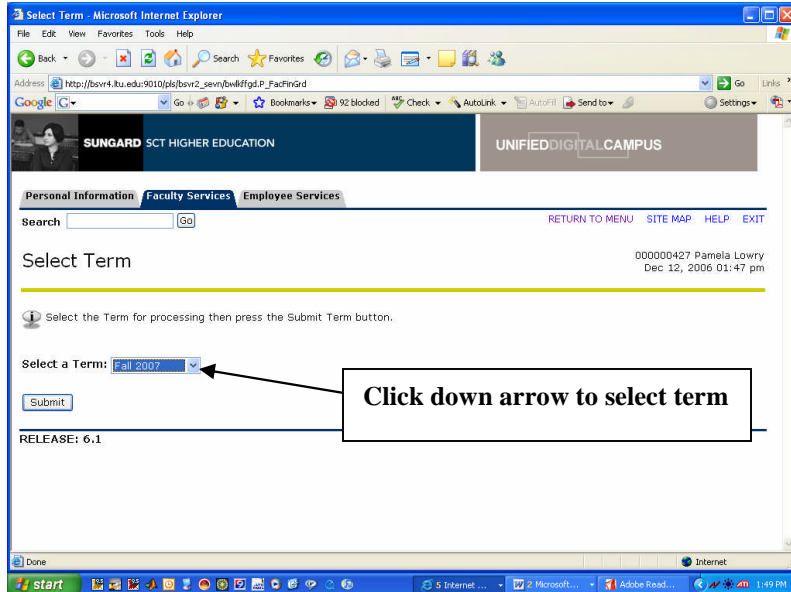


Figure 2: Term Selection

Using the drop down menu select the course **CRN (Course Reference Number)** grades will be entered for.

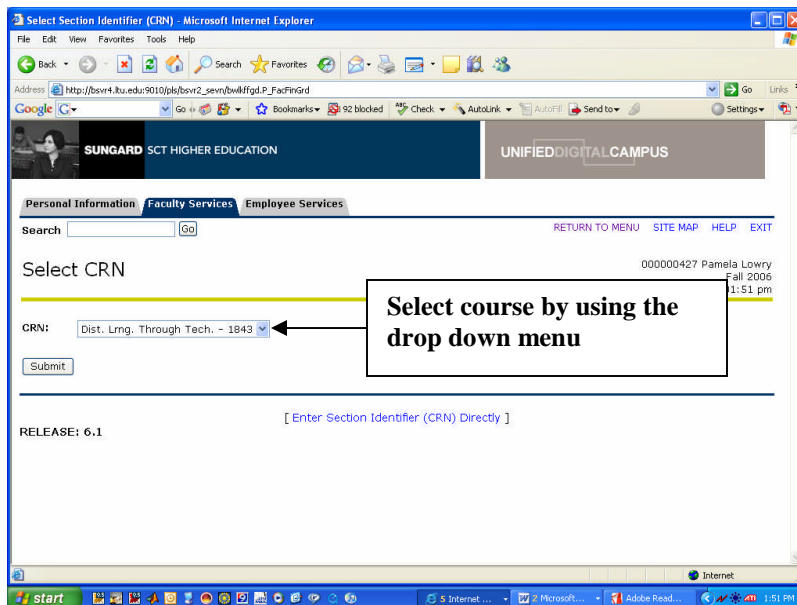


Figure 3: Course Selection

Once the course is selected, a class roster listing the students for the CRN selected will appear.

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If a student does not appear on this list and attended the class please contact the Registrar's Office at (248) 204-2280 or Registrar@ltu.edu.

A **NOT GRADABLE** grade listed for a student indicates the student **WITHDREW** from the course and a grade of "W" will be issued by the system. A grade cannot be entered by the instructor for a **NOT GRADABLE** grade.

- Click on the drop down menu in the **Grade** column
- Select the grade to be issued to the student as shown in **Figure 5**.
- Enter a **Last Attend Date** if the grade of "F" is issued **OR** if the date the student withdrew from the course is different then the date listed in the **Reg. Status/Date** column.
- Once grades are entered, click on the **Submit Grades** button.

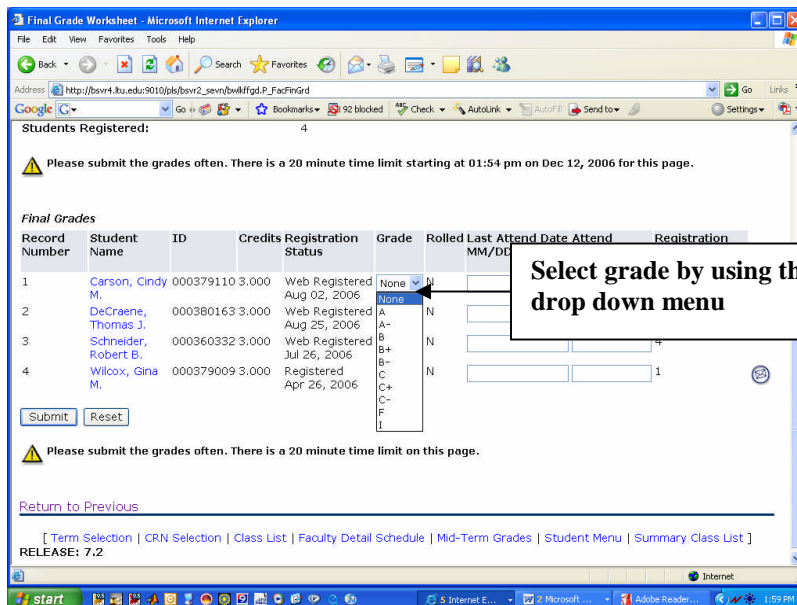


Figure 4: Drop down menu showing acceptable grades

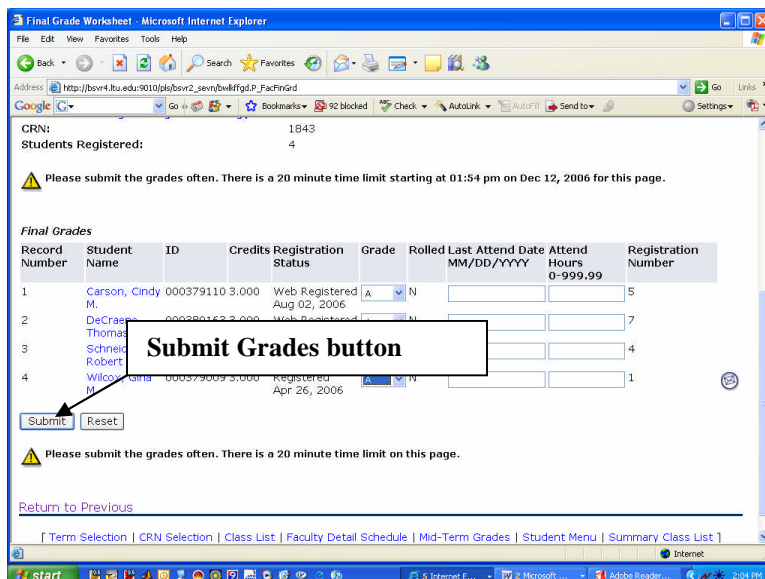


Figure 5: Completing the grading process

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Please Note:

- Changes and/or grade entry can be done until grades are rolled to academic history by the Registrar's Office.
- Grades do not have to be entered for all students to submit grades and exit the system.
- Once grades have been rolled, a grade change form is required to make a change to a grade.
- There is a **20 minute time limit** on this screen. It is recommended that the ***Submit Grades*** button is clicked often.
- It is important all grades are submitted by the grading due date. All instructors should be notified of the grading due date by the Registrar's Office.

Any questions regarding the on-line grade entry should be directed to the Registrar's Office at (248) 204-2280 or Registrar@ltu.edu.